

CLASSIFICATION: PURCHASING AGENT

Class Code: 7280-24

Date Established: 09-06-85

Occupational Code: 7-2-8

Date of Last Revision: 03-07-13

BASIC PURPOSE: To develop and evaluate work methods for the purchase of state materials and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Organizes and conducts prebid specification meetings with state agencies and vendors and awards contracts and purchase orders to vendors.
 - Acts as liaison between state agency personnel and vendors regarding purchasing regulations or policy, including resolving related purchasing problems as required.
 - Reviews purchase requisitions for completeness and accuracy; verifies request to ensure proper legislative intent and budgetary compliance.
 - Determines best source of supply and method for procurement of goods or services.
 - Writes specifications, formulates and advertises bid proposals to solicit price and delivery quotations from vendors.
 - Reviews replacement equipment budget items with state administrators, recommending quality level, prices and replacement schedules.
 - Develops contracts where common items are in general use by state agencies.
-

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience as a Purchasing Agent or other purchasing experience having contact with vendors in the procurement of a large variety of supplies, materials and equipment, and/or experience in contract administration, law with responsibility for contract development and administration, or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the principles of purchasing and supply work. Knowledge of the preparation of specifications and contracts. Knowledge of a large variety of services and commodities. Knowledge of computer software data spreadsheet programs. Ability to evaluate quality and price elements. Ability to maintain cooperation between vendors and requisitioning agencies. Ability to analyze and evaluate bids on assigned commodity classes. Ability to use computers to enter and retrieve information. Ability to communicate effectively. Ability to establish and maintain effective working relationships with co-workers and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.